

## **POLICE OFFICER FIRST CLASS**

(Promotional Class)

### **DISTINGUISHING FEATURES OF CLASS**

This is experienced level routine police work involving the responsibility for performing law enforcement duties concerned with the protection of life and property. An employee of this class performs many and varied duties including patrol work and traffic direction as well as investigations and clerical assignments. An employee may be assigned any duty which is the responsibility of the police department and is responsible for the enforcement of State and local laws and ordinances. This class ranks immediately below that of Police Sergeant and supervision is received from the Sergeant.

### **EXAMPLES OF WORK**

(NOTE: The examples listed below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Patrols alone or in company with another officer and makes reports to headquarters by radio or telephone;

Enforces motor vehicle laws, the State Criminal Code and parking ordinances;

Investigates accidents, keeps bystanders out of danger, renders first aid to accident victims, supervises the removal of injured persons to hospitals and sees that wrecked vehicles and debris are removed to restore traffic;

Investigates and prepares reports of accidents and the conditions causing them and questions witnesses and drivers involved;

Makes arrests and prefers charges, appears in court as a witness;

Aids in maintaining order in crowds and in public gatherings;

Assists in the orientation and training of new employees usually by accompanying them on routine patrols and assignments;

Performs general law enforcement work aimed at preventing or stopping robberies, thefts, molestations and disturbances of the peace and in apprehending perpetrators of such violations, as indicated;

Attends classes of instruction, reads and studies assigned material and prepares for the better performance of duty and for

advancement in the department;

Performs routine clerical work and relieves employees of higher rank as indicated;

Performs various related duties as assigned, required or indicated.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain valid driver's license.

Must be a regular and permanent employee in good standing in the class of Police Officer with a total cumulative time of sixteen (16) months in service, immediately preceding application to the board.

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